



INVITATION TO BID

BID #50018-200019

FOR CLEANING OF TIGER VILLAGE APARTMENTS AND STEEPLE GLENN APARTMENTS

Bid Opening Date
May 20, 2020 @ 2:00 PM

**Mandatory Site Visit before Bid Opening: May 11-13, 2020 5:00PM PLEASE SCHEDULE
AN APPOINTMENT WITH MR. FRED CARR CELL: 318-243-8317 EMAIL
CARRF@GRAM.EDU OR MR. MITCHELL WILLIAMS CELL:228-357-0520 EMAIL
WILLIAMSMIT@GRAM.EDU**

Due to the COVID-19 Public Health Emergency declared by Governor John Bel Edwards in
Proclamation Numbers 41, 33, 32, 30, 27, and 25 JBE 2020, everyone is required to
wear a Mask and use Social Distancing Measures.

**Grambling State University
Purchasing Office Conference Room
403 Main Street
Old President's Residence
Grambling, LA 7124**

INSTRUCTIONS TO BIDDERS

ARTICLE 1

DEFINITIONS

1.1 The Bidding Documents include the following:

- 1) Instructions to Bidders.
- 2) General Conditions for CLEANING OF TIGER VILLAGE APARTMENTS AND STEEPLE GLENN APARTMENTS on the campus of Grambling State University
- 3) Supplementary Conditions.
- 4) Division1 of the General Requirements
- 5) Proposal and Bid Forms Addenda issued during bid period by Owner and acknowledged in bid form

1.2 Addenda are written or graphic instruments issued prior to the execution of the Contract which modify or interpret the bidding documents, including Drawings and Specifications, by additions, deletions, clarifications or corrections. Addenda will become part of the Contract Documents when the Contract is executed.

ARTICLE 2

BIDDER'S REPRESENTATION

- 2.1 Each bidder by submitting a bid represents that s/he has read and understands the bidding documents. **BIDS WILL ONLY RECEIVED FROM CONTRACTORS THAT HAVE MADE THE MANDATORY SITE VISIT AS REQUIRED IN THE BID DOCUMENT.**
- 2.2 Each bidder by making a bid represents that s/he has visited the site and familiarized themselves with the local conditions under which the work is to be performed.
- 2.3 Each bidder by submitting a bid understands they must be fully qualified under any state or local licensing law for Contractors in effect at the time and at the location of the project before submitting a bid. In the State of Louisiana; only the bids of contractors and sub-contractors duly licensed under Louisiana Revised Statute 37:2150, et. seq., will be considered, if applicable. The Contractor shall be responsible for ensuring all Sub-contractors or prospective Sub-contractors are duly licensed in accordance with the statute above.
- 2.4 Each bidder submitting a bid understands that GSU's Public Works Policy related to contractor licensure is that a contractor's license is required for any/all projects with an anticipated/bid cost greater than \$50,000

ARTICLE 3

BIDDING PROCEDURES

- 3.1 Bids must be prepared on the forms provided by the Owner and submitted in accordance with the Instructions to Bidders.
- 3.2 A bid will be considered invalid if not deposited at the designated location prior to the time and date for receipt of bids indicated in the advertisement or invitation to bid, or prior to any extension thereof issued to the bidders.
- 3.3 Unless otherwise provided in any supplement to these Instructions to Bidders, no bidder shall modify, withdraw or cancel his bid or any part thereof for thirty days after the receipt of bids. However, written request (letter or telegram) for the withdrawal of a bid or any part thereof will be granted if the request is received prior to the specified time of opening. Formal bids, amendments thereto or request for withdrawal of bids or any part thereof received after time specified for bid opening will not be considered whether delayed in the mail or for any other cause whatsoever.
- 3.4 Due to the COVID-19 Public Health Emergency declared by Governor John Bel Edwards in Proclamation Numbers 41, 33, 32, 30, 27, and 25 JBE 2020, electronic bid delivery is being utilized for this ITB.

All copies of each bid must be received by electronic copy to PurchasingBids@gram.edu, on or before the date and time specified in the Advertisement for Bids:

Bid #_____ Bid Submission – [Bidders' Name]. If the file size of the email submission exceeds server requirements, the email submission may be broken into smaller emails with “Part 1 of ____” included at the end of each original Subject Line (e.g. ITB #_____ Bid Submission – [Bidders' Name] – Part 1 of 3).

E-mail submissions are the only acceptable method of delivery. Fax, mail, and courier delivery shall not be acceptable. Proposers e-mailing their proposals should allow sufficient time to ensure receipt of their proposal by the date and time specified. Grambling State University assumes no liability for assuring accurate/complete e-mail transmission and receipt. The responsibility solely lies with each Bidder to ensure their bid is received at the specified email address prior to the deadline for submission. Bids received after the deadline, corrupted files, and incomplete submissions will not be considered.

Electronic Emailed Bids shall be opened and read on May 20, 2020, at 2:00 P.M., GSU Purchasing Teleconference: Number 1-917-900-1022, Conference ID: 5600581#

EMAIL ALL QUESTION BY MAY, 13, 2020, 5:00PM TO PurchasingBids@gram.edu.

- 3.5 Prior to the receipt of bids, Addenda, if any, will be mailed or delivered (hard copy or email) to each person or firm recorded by the Owner as having received the bidding documents and will be available for inspection wherever the bidding documents are kept available for that purpose. Addenda issued after receipt of bids will be mailed or delivered only to the sealed bidder.
- 3.6 *******NOT APPLICABLE FOR THIS BID:******* Bids for Public Works will not be considered or accepted unless the bid is accompanied by bid security in an amount of not less than five percent (5%) of the sum of the Base Bid and any Alternates.

The bid security shall be in the form of a certified check drawn on a bank insured by the Federal Deposit Insurance Corporation, or a bid bond written by a surety company licensed to do business in Louisiana, accompanied by appropriate power of attorney and in favor of Grambling State University.

- 3.7 All Bids and Sureties must be signed by a duly authorized person of the firm or corporation and be accompanied by legal evidence authorizing the signature as valid.
- 3.8 Any interpretation, correction or change of the Bidding Documents will be made by Addendum. Interpretations, corrections or changes of the Bidding Documents made in any other manner will not be binding, and bidders shall not rely upon such interpretations, corrections and changes.
- 3.9 If bidding other than as specified, an indication must be made on the bid form, stating manufacturer's name and model number(s) being submitted for bid. Detailed specifications, drawings, pictures, brochures, diagrams or any other literature or information necessary to determine the equality of the bid response must be included with the bid form.
- 3.10 Prior to the issuance of a purchase order the successful bidder must submit the following items to the Purchasing Department:
 - a. Notarized affidavit
 - b. Contract
 - c. Insurance Certificate
 - d. Proof of filing of Performance and Payment Bond with Power of Attorney, if Public Works, and,
 - e. Resolution, if incorporated.

ARTICLE 4

EXAMINATION OF BIDDING DOCUMENTS

- 4.1 Each bidder shall examine the bidding documents carefully and, not later than seven days prior to the date for receipt of bids, shall make written request to the Owner for interpretation or correction of any ambiguity, inconsistency or error therein which he may discover. Any interpretation or correction will be issued as an Addendum by the Owner. Only a written interpretation or correction by Addendum shall be binding. No bidder shall rely upon any interpretation or correction given by any other method.

ARTICLE 5

SUBSTITUTIONS

- 5.1 Each bidder represents that his bid is based upon the materials and equipment described in the bidding documents.

MANUFACTURER'S NUMBERS OR TRADE NAMES:

- 5.2 Where a manufacturer's product is named or specified, it is understood that "or equal" shall apply, whether stated or not. Such name and number is meant to establish the standard of quality desired and does not restrict bidders to the specific brand, make, manufacturer, or specification named; and are set forth and convey to prospective bidders the general style, type, character, and quality of product desired; and that equal products will be acceptable. Grambling State University shall be sole judge as to whether or not the material is equal to that specified.

ARTICLE 6

REJECTION OF BIDS

- 6.1 The bidder acknowledges the right of the Owner to reject any or all bids and to waive any informality or irregularity in any bid received. In addition, the bidder recognizes the right of the Owner to reject a bid if the bidder failed to furnish any required bid security, or to submit the data required by the bidding documents, or if the bid is in any way incomplete or irregular.

ARTICLE 7

AWARDS

- 7.1 Awards may not be made to any person, firm, or company in default of any contract. Said person, firm, or company shall be considered non-responsible bidders and may be reinstated and awards made to them only after they have given evidence of good faith and have satisfactorily completed their obligations.

PUBLICIZING AWARDS

- 7.2 Written notice of award shall be sent to the successful bidder. In procurement over \$25,000, each unsuccessful bidder shall be notified of the award provided that he/she submitted with his/her bid a self-addressed envelope requesting this information. Notice of award will be made a part of the procurement file.

RIGHT TO PROTEST

- 7.3 Any person who is aggrieved in connection with the solicitation or award of a contract shall protest to the Director Purchasing. Protests with respect to a solicitation shall be submitted in writing at least two days prior to the opening of bids on all matters except housing of state agencies, their personnel, operations, equipment, or activities pursuant to R.S. 39:1643 for which such protest shall be submitted at least ten days prior to the opening of bids. Protests with respect to the award of a contract shall be submitted in writing within fourteen days after contract award.

AUTHORITY TO RESOLVE PROTESTS:

- 7.4 Prior to the commencement of an action in court concerning any controversy, the Director of Purchasing or his designee shall have the authority, to resolve the protest of any aggrieved person concerning the solicitation or award of a contract. This authority

shall be exercised in accordance with regulations.

ARTICLE 8

PERFORMANCE BOND AND LABOR AND MATERIAL PAYMENT BOND

- 8.1 **Performance and Payment Bonds shall be required on Public Works projects with an expected cost greater than \$50,000. Performance and Payment Bonds, when required, shall be provided in an amount of 100% of the contract price. Performance and Payments Bonds shall be required by the successful bidder.** Any surety bond required shall be written by a surety or insurance company currently on the U. S. Department of the Treasury Financial Management Service list of approved bonding companies which is published annually in the Federal Register. For any Public Works projects, no surety or insurance company shall write a bond which is in excess of the amount indicated as approved by the U. S. Department of the Treasury Financial Management Service list. The surety bond written for a Public Works project shall be written by a surety or insurance company that is currently licensed to do business in the State of Louisiana.
- 8.2 The bidder shall require the attorney in fact who executes the required bonds on behalf of the surety to affix thereto a certified and current copy of his power of attorney indicating the monetary limit of such power.

RECORDING OF BOND AND CONTRACT

- 8.3 The Contractor shall record the Contract and Performance Bond with the Clerk of Court in Lincoln Parish and provide the Purchasing Department with proof of filing.

ARTICLE 9

PAYMENT

- 9.1 Payment will be made by Grambling State University.
- 9.2 The contractor will be required to provide a Clear Lien Certificate from the Lincoln Parish Clerk of Court, a process that may take an average 45 days for final payment.

ARTICLE 10

TAXES

- 10.1 Applicable taxes are to be included in lump sum bid.

ARTICLE 11

GUARANTEE

- 11.1 The materials and labor under this contract, as described in the specifications, shall be guaranteed by the Contractor for a period of one year from date of its acceptance against defects of materials or workmanship. Any defects which develop during this period shall be properly repaired or replaced without cost to the Owner as soon as possible.

ACCEPTANCE

- 11.2 The guarantee covering materials and labor under this contract will begin the date a Notice of Acceptance is issued to the Contractor by Grambling State University.

ARTICLE 12

CHANGES IN THE WORK

- 12.1 A Change Order is a written order to the Contractor signed by the Owner, issued after execution of the Contract, authorizing a Change in the Work or an adjustment in the Contract Sum or the Contract Time. The Contract Sum and the Contract Time may be changed only by Change Order. A Change Order signed by the Contractor indicates his agreement therewith, including the adjustment in the Contract Sum or the Contract Time. Any Change Order not signed by the Owner will be considered null and void.
- 12.2 The Owner, without invalidating the Contract, may order changes in the Work within the general scope of the Contract consisting of additions, deletions or other revisions, the Contract Sum and the Contract Time being adjusted accordingly. All such changes in the Work shall be authorized by Change Order, and shall be performed under the applicable conditions of the Contract Documents.
- 12.3 Any change order in excess of the contract limit as defined herein shall be let out for public bid. The term contract limit as used herein shall be equal to the sum of \$30,000 per project. When the Change Order is negotiated it shall be fully documented and itemized as to cost, including material quantities, material costs, insurance, employee benefits, other related costs, profit and overhead. Where certain unit prices are contained in the initial contract no deviation shall be allowed in computing negotiated change order cost.

SUPPLEMENTARY CONDITIONS

ARTICLE 1

CONTRACTOR

CONTRACTOR'S LICENSE(Not Applicable)

- 1.1 On any bid amounting to \$50,000 or more, the Contractor shall certify that s/he is licensed under Act 377 of the 1976 Louisiana Regular Legislative Session and show the contractor license number and the bid number on the front portion of the envelope; except projects financed, partially or wholly, with Federal Funds, provided that any successful Bidder before signing Contract thereon, files application for a license and pays the fee as provided in this Act and complies with all terms and provisions of this Act and with the rules and regulations of the Licensing Board.

CONTRACTOR'S AFFIDAVIT

- 1.2 In accordance with the Louisiana R.S. 38:2190 - 2220, if the Contract is awarded to the successful Bidder, the bidder shall, at the time of the signing of the Contract, execute the AFFIDAVIT included in the Contract Documents.

INTEREST

- 1.3 There shall be no payment of interest on money owed.

ARTICLE 2

PAYMENTS AND COMPLETION

SUBSTANTIAL COMPLETION

- 2.1 The Owner will issue a NOTICE OF ACCEPTANCE for the Contractor to record with the Clerk of Court in Lincoln Parish.

FINAL COMPLETION AND FINAL PAYMENT

- 2.2 The Contract is to provide that the contractor is not to be paid more than ninety percent (90%) of the amount of the contract upon completion of the work. The Contractor shall record the NOTICE OF ACCEPTANCE with the Lincoln Parish Clerk of Court and shall furnish a CLEAR LIEN CERTIFICATE from the Clerk of Court within forty-five days after recordation of NOTICE OF ACCEPTANCE. At that time, the remaining ten percent (10%) will be paid.

LIQUIDATED DAMAGES

- 2.3 The Owner will suffer financial loss if the Project is not substantially complete on the date set forth in the CONTRACT DOCUMENTS. The Contractor (and/or Surety) shall be liable for and shall pay to the Owner Liquidated Damages for each calendar day of delay until the work is Substantially Complete.

The Completion Time stated in Consecutive Calendar Days and the Liquidated Damages stated in Dollars Per Day are listed in the PROPOSAL FORM

ARTICLE 3

INSURANCE

INSURANCE: Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the Contractor's bid.

A. MINIMUM SCOPE OF INSURANCE

Coverage shall be at least as broad as:

1. Insurance Services Office form number GL 0002 (Ed. 1/73) covering Comprehensive General Liability and Insurance Services Office form number GL 0404 covering Broad Form Comprehensive General Liability; or Insurance Services Office Commercial General Liability coverage ("occurrence" form CG 0001). **"Claims Made" form is unacceptable. The "occurrence form" shall not have a "sunset clause."**
2. Insurance Services Office form number CA 0001 (Ed. 1/78) covering Automobile Liability and endorsement CA 0025 or CA 0001 12 90. The policy shall provide coverage for owned, hired, and non-owned coverage. If an automobile is to be utilized in the execution of this contract, and the vendor/contractor does not own a vehicle, then proof of hired and non-owned coverage is sufficient.
3. Workers' Compensation insurance as required by the Labor Code of the State of Louisiana, including Employers Liability insurance.

B. MINIMUM LIMITS OF INSURANCE

Contractor shall maintain limits no less than:

1. Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage.
2. Automobile Liability: \$1,000,000 combined single limit per accident, for bodily injury and property damage.
3. Workers Compensation and Employers Liability: Workers' Compensation limits as required by the Labor Code of the State of Louisiana and Employers Liability coverage.

C. BUILDER'S RISK COVERAGE

A General Contractor shall purchase and maintain property insurance upon the entire work included in the contract for an amount equal to the greater of the full-completed value or the amount of the construction contract including any amendments thereto. The general contractor's policy shall provide "ALL RISK" Builder's Risk Insurance (extended to include the perils of wind, collapse, vandalism/malicious mischief, and theft, including theft of materials whether or not attached to any structure.) The "ALL RISK" Builder's Risk Insurance must also cover architects' and engineers' fees that may be necessary to provide plans and specifications and supervision of work for the repair and/or replacement of property damage caused by a covered peril not to exceed 10% of the cost of those repair and/or replacements.

Flood coverage shall be provided by the Contractor on the first floor and below for projects North of the Interstate Corridor beginning at the Texas-Louisiana border at Interstate 10 East to the Baton Rouge junction of Interstate 12, East to Slidell junction with Interstate 10 to Louisiana-Mississippi border. Flood sub-limit shall equal an amount no lower than ten percent (10%) of the total contract cost per occurrence. Coverage for roofing projects shall not require flood coverage.

On projects South of this corridor, flood coverage shall be provided by the State of Louisiana, as the owner, through the National Flood Insurance Program (NFIP). The Contractor will be liable for the \$5,000 deductible on the NFIP policy from the Notice to Proceed date through the Notice of Final Acceptance date of the project.

A specialty contractor shall purchase and maintain property insurance upon the system to be installed for an amount equal to the greater of the full-completed value or the amount of the contract including any amendments thereto. The specialty contractor may provide an installation floater with the same coverage as the "ALL RISK" Builder's Risk Insurance policy.

The policy must include the interest of the Owner, Contractor and Subcontractors as their interest may appear. The contractor has the right to purchase coverage or self-insure any exposures not required by the bid specifications, but shall be held liable for all losses, deductibles, self-insurance for coverages not required.

Policies insuring projects involving additions, alterations or repairs to existing buildings or structures must include and endorsement providing the following:

In the event of a disagreement regarding a loss covered by this policy which may also be covered by the State of Louisiana policy of self-insurance or any commercial property insurance policy purchased by the State of Louisiana, Office of Risk Management (ORM) covering in excess of the State of Louisiana, policy of self-insurance, this company agrees to follow the following procedure to establish coverage and/or the amount of loss:

Any party to a loss may make written demand for an appraisal of the matter in disagreement. Within 20 days of receipt of written demand, this company and either ORM or its commercial insurance company shall each select a competent and impartial appraiser and notify the other of the appraiser selected. The two appraisers

will select a competent and impartial umpire. The appraisers will then identify the policy or policies under which the loss is insured and, if necessary, state separately the value of the property and the amount of the loss that must be borne by each policy. If the two appraisers fail to agree, they shall submit their differences to the umpire. A written decision by any two shall determine the policy or policies and the amount of the loss. Each insurance company (or ORM) agree that the decision of the appraisers and the umpire if involved, will be binding and final and that neither party will resort to litigation. Each of the two parties shall pay its chosen appraiser and bear the cost of the umpire equally.

D. DEDUCTIBLES AND SELF-INSURED RETENTIONS

Any deductibles or self-insured retentions must be declared to and approved by the Agency. At the option of the Agency, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the Agency, its officers, officials, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

E. OTHER INSURANCE PROVISIONS

The policies are to contain, or be endorsed to contain, the following provisions:

1. General Liability and Automobile Liability Coverage

- a. The Agency, its officers, officials, employees, Boards and Commissions and volunteers are to be added as "additional insured" as respects liability arising out of activities performed by or on behalf of the Contractor; products and completed operations of the Contractor, premises owned, occupied or used by the Contractor. The coverage shall contain no special limitations on the scope of protection afforded to the Agency, its officers, officials, employees or volunteers. It is understood that the business auto policy under "Who is an insured" automatically provides liability coverage in favor of Grambling State University and the State of Louisiana.
- b. Any failure to comply with reporting provisions of the policy shall not affect coverage provided to the Agency, its officers, officials, and employees, Boards and Commissions or volunteers.
- c. The Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

2. Workers' Compensation and Employers Liability Coverage

The insurer shall agree to waive all rights of subrogation against the Agency, its officers, officials, employees and volunteers for losses arising from work performed by the Contractor for the Agency.

3. All Coverage

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, or reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the Agency.

F. ACCEPTABILITY OF INSURERS

Insurance is to be placed with insurers with an A.M. Best's rating of “**A- VI or higher**”. This requirement will be waived for workers' compensation coverage only for those contractors whose workers' compensation coverage is placed with companies who participate in the State of Louisiana Workers' Compensation Assigned Risk Pool or the Louisiana Workers' Compensation Corporation.

G. VERIFICATION OF COVERAGE

Contractor shall furnish the Agency with certificates of insurance affecting coverage required by this clause. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates are to be received and approved by Grambling State University before work commences. Grambling State University reserves the right to require complete, certified copies of all required insurance policies, at any time.

H. SUBCONTRACTORS

Contractor shall include all subcontractors as insured under its policies or shall furnish separate certificates for each subcontractor. All coverage for subcontractors shall be subject to all of the requirements stated herein.

ARTICLE 4

QUALITY

STANDARD OF QUALITY

- 1.1 Where catalog numbers and/or manufacturer's names are referred to in the specifications, they are used for the purpose of conveying to the prospective bidders the type and design of equipment, or supplies desired; but it shall be understood that bidders may submit on other makes in lieu of that mentioned, providing such other item is similar in design and equal in quality. It is not expected that the items of all manufacturers shall conform exactly to every detail and dimension mentioned in the specifications; but the essential features of the items mentioned shall be provided in the items to be furnished.

DIVISION 1 - GENERAL REQUIREMENTS

A. SUMMARY OF THE WORK (See Attachment 1)

Work under this Contract shall include, but is not necessarily limited to, the following SPECIFICATIONS as summarized for INSIDE CLEANING OF TIGER VILLAGE APARTMENT ROOMS. CLEANING AND DISINSECTING IN ACCORDANCE WITH CDV COVID-19 BY USING CDC COMMERCIAL DISINFECTING PRODUCTS AND PROCEDURES.

Provide material and labor to clean approximate 816 Apartment Style Student Residential Housing Rooms on the campus of Grambling State University.

1. 1 Bed 1 Bathroom 422sq
2. 2 Bed 1 Bathroom 592sq
3. 4 Bedroom 2 Bathroom 1006sq
4. Steeple Glen 4 Bedrooms 4 Bathroom (48 Bedroom apartment complex)
5. **Start date _____, 2020 must be completed by July 13, 2020. All Buildings**
6. **Contractor will pay Grambling State University a sum of one- thousand dollars (\$1000.00) per day for each day past the completion day of July 13, 2020.**
7. Contractor will report to the Grambling State University designated Project Supervisor the beginning of each work day.
8. Contractor will provide a weekly status report each Thursday afternoon which will include the following:
 - a. HSE Incidents
 - i. All HSE must be reported immediately to the Grambling State University Project Supervisor.
 - b. Waste disposal plan
 - c. Schedule status (What was completed (percentage and hard number)
 - d. Plans for the next week
 - e. All personnel will wear uniforms.
 - f. General Contractor is responsible for the adherence of all safety practices.
 - g. General Contractor and or Sub-Contractors will supply personal protective equipment -PPE to their employees.
 - h. Safety Data Sheets will be onsite for all chemicals including painting and cleaning supplies.
 - i. Any deviations from approved commercial grade paints is prohibited.
 - j. Personnel will be trained in the handling of chemicals.
 - k. Weekly Safety Meetings are required.
 - l. Smoking in designated areas only.
9. Contractor will review and comply with the requirements of the GSU Contractor Safety Handbook.
10. Contractor shall perform Cleaning for every residential unit as determined by housing management. The contractor shall clean all apartments listed above. Contractor shall be required to work extended hours schedule and provide additional staff to meet deadlines for cleaning each residential unit and every room during these periods. The normal schedule will not apply during these times.

Additional Operational Requirements for Summer Turns Cleaning Project

General Contractor Responsibilities

1. General Contractor will demonstrate financial ability to manage project.

2. All personnel will always conduct themselves in a professional manner.
3. The General Contractor is responsible for the completion of the project on time as scheduled.
4. General Contractor is responsible for meeting all requirements of the bid package and or contract.
5. The General Contractor is responsible for the quality of work provided by all Sub-Contractors.
6. General Contractor will be responsible for all payroll including Sub-Contractors. Other responsibilities include:
 - a. **All payrolls will be certified by the General Contractor.**
 - b. **Responsible for all payroll issues including Sub-Contractors and their personnel.**
 - c. **If sub-contractor fails payroll obligation, the General Contractor will be responsible for that payroll.**
 - d. **Any payroll defaults by the General Contractor or Sub-Contractor will be cause for termination of contract. Grambling State University reserves the right to seek restitution and negotiated with another Contractor to fulfill the contract.**

Health Safety and Environment – HSE

Operations

1. **General Contractor will strictly follow the requirements of this document. Deviations or changes will be approved by Grambling State University Director of Facilities Management , Mr. Fred Carr only, prior to making changes.**
2. When changes to the project are necessary, changes will be approved by Facilities Management – Point of Contact prior to making changes. Change orders will require cost estimated.
3. Loitering is prohibited at Grambling State University therefore personnel are required to remain in their assigned work area. **Inter-Action with students is not allowed.**
4. General Contractor will provide daily attendance logs of all employees.
5. Develop emergency response plan and share with Facilities Management.
6. Develop and communicate work schedule of all personnel. ***NOTE: If contractors are required to work beyond normal scheduled hours, it shall be communicated to Facilities Management.***

7. Additional information MUST BE SUBMITTED with your bid on a separate page.

- a. Company Official Name
- b. List of five (5) Commercial Cleaning Clients or Accounts with more than 100,000 square feed of serviceable space from 3-5 years, contact names, addresses and telephone numbers.
- c. Number of years in business minimum of 5 years..

B. LAWS, RULES AND REGULATIONS

1. Contractor shall comply with all applicable federal, state, local and University laws, ordinances, rules and regulations and shall: furnish and pay for all required permits, licenses and bonds; pay all charges and fees, and give all notices necessary and incidental to the due and lawful work required under this project.

C. ALTERNATES

1. Base Bid

D. SITE INSPECTIONS AND PROJECT MEETINGS

1. Site Inspections

Each bidder by making a bid represents that s/he has visited the site and familiarized themselves with the local conditions under which the work is to be performed.

2. Pre-Work Conference

Prior to the Contractor beginning any work on this project, the University will conduct a Pre-Work Conference to review and approve the Contractor's work schedule and inform the Contractor of any special conditions, controls and regulations that apply to the project.

E. TEMPORARY FACILITIES AND CONTROLS

1. Safety Conditions

The Contractor shall post adequate warning signs and maintain safety lights as required to warn persons of hazardous conditions.

2. Security

The Contractor shall be responsible for security of his equipment, materials, etc., at the project site for the duration of the contract.

F. MATERIAL AND EQUIPMENT

1. Transportation and Handling

The Contractor shall provide for all transportation and handling required for the work on this project.

2. Storage and Protection

The Contractor shall be responsible for storage and protection of equipment and materials. The Contractor shall Protect all property of the Owner, and shall repair same, if damaged.

INDEMNIFICATION AGREEMENT

The _____ (Contractor) agrees to protect, defend, indemnify, save, and hold harmless the State of Louisiana, all State Departments, Agencies, Boards and Commissions, its officers, agents, servants and employees, including volunteers, from and against any and all claims, demands, expense and liability arising out of injury or death to any person or the damage, loss or destruction of any property which may occur or in any way grow out of any act or omission of _____ (Contractor), its agents, servants, and employees, or any and all costs, expense and/or attorney fees incurred by _____ (Contractor) as a result of any claim, demands, and/or causes of action except those claims, demands, and/or causes of action arising out of the negligence of the State of Louisiana, all State Departments, Agencies, Boards, Commissions, its agents, representatives, and/or employees. _____ (Contractor) agrees to investigate, handle, respond to, provide defense for and defend any such claims, demand, or suit at its sole expense and agrees to bear all other costs and expenses related thereto, even if it (claims, etc.) is groundless, false or fraudulent.

Accepted by _____
Company Name

Signature

Title

Date Accepted _____

Is Certificate of Insurance Attached? _____ Yes _____ No

Contract No. _____ For Grambling State University

Purpose of Contract: _____

MANDATORY REQUIREMENT

PLEASE SCHEDULE AN APPOINTMENT WITH MR. FRED CARR CELL: 318-243-8317
EMAIL CARRF@GRAM.EDU OR MR. MITCHELL WILLIAMS CELL:228-357-0520 EMAIL
WILLIAMSMIT@GRAM.EDU *between May 11-13, 2020 5:00PM*

This signed statement certifies that the vendor named below has visited the job site and is familiar with all conditions surrounding fulfillment of the specifications for this project.

Vendor's Company Name

GSU Project Name

GSU Representative

Vendor's Signature

Present this form to Project Manager at Pre-Bid Conference. Return this signed form with your bid response.

Grambling State University
GRAMBLING, LOUISIANA

PROPOSAL FORM

Purchasing Department
Grambling State University
403 Main Street
Grambling, LA 71245

_____2018

ATTN:

Pursuant to and in compliance with your request for proposals covering _____ at Grambling State University, Grambling, Louisiana, 71245, the undersigned hereby proposes to furnish all labor, equipment, tools, and materials, and to perform all work under the Contract Documents, of which this proposal is part, and acknowledges receipt of the following addenda _____. The undersigned declares that he has carefully examined the location and site condition, is familiar with existing conditions, has examined the Contract Documents covering the projected work and proposes by these presents to furnish all labor, equipment, tools, materials, supervision, etc. and to contract for and execute all items of work for the satisfactory completion of this project and have same ready for use and final acceptance within ____ calendar days, all in accordance with the Contract Documents.

The undersigned bidder agrees that within five days after notification that contract is ready for signature, that same will be executed and that satisfactory surety bond in a sum equal to the contract price will be provided to the University.

Attached hereto is a bid guaranty payable to Grambling State University in the amount of 5% of total bid as follows:

Certified Check in the amount of _____ (\$_____).

OR Bid Bond in the amount of _____ (\$_____).

LIQUIDATED DAMAGES:

The undersigned agrees that the Owner may retain the sum of \$150.00 per day from the amount of the Compensation to be paid him for each day after the above stated completion date, Sundays and Holidays included, that the work remains incomplete. This amount is agreed upon as the proper measure of Liquidated Damages which the Owner will sustain per day by the failure of the undersigned to complete the work at the stipulated time and is not to be construed in any sense as a penalty.

If this proposal shall be accepted and the undersigned shall fail to execute the contract and furnish performance bond as herein provided, then the proposal guarantee shall become the property of the University; otherwise, the said proposal guaranty shall be returned to the undersigned.

Bidder certifies that he has visited the job site at Grambling State University, and is fully aware of what is expected of the successful bidder (s)

Firm Name`

Authorized Signature

Title

Phone/Fax Numbers

Date

LOUISIANA UNIFORM PUBLIC WORK BID

TO: Grambling State University
403 Main Street
Grambling, LA 71245

(Owner to provide name and address of owner)

BID FOR: **Cleaning approximate 816 apartment style
Student Housing on the campus of Grambling State University**

(Owner to provide name of project and other identifying
information)

The undersigned bidder hereby declares and represents that she/he; a) has carefully examined and understands the Bidding Documents, b) has not received, relied on, or based his bid on any verbal instructions contrary to the Bidding Documents or any addenda, c) has personally inspected and is familiar with the project site, and hereby proposes to provide all labor, materials, tools, appliances and facilities as required to perform, in a workmanlike manner, all work and services for the construction and completion of the referenced project, all in strict accordance with the Bidding Documents prepared by: Grambling State University.

Bidders must acknowledge all addenda. The Bidder acknowledges receipt of the following **ADDENDA:** (Enter the number the Designer has assigned to each of the addenda that the Bidder is acknowledging) _____

TOTAL BASE BID Approximate 816 apartment style rooms: For all work required by the Bidding Documents (including any and all unit prices designated "Base Bid" * but not alternates) the sum of:

_____ Dollars (\$ _____)

TOTAL BASE BID Steple Glen Apartments For all work required by the Bidding Documents (including any and all unit prices designated "Base Bid" * but not alternates) the sum of:

_____ Dollars (\$ _____)

TOTAL BASE BID: For all work required by the Bidding Documents (including any and all unit prices designated "Base Bid" * but not alternates) the sum of:

_____ Dollars (\$ _____)

ALTERNATES: For any and all work required by the Bidding Documents for Alternates including any and all unit prices designated as alternates in the unit price description.

Alternate No. 1 for the lump sum of:

_____ Dollars (\$ _____)

NAME OF BIDDER: _____

ADDRESS OF BIDDER: _____

NAME OF AUTHORIZED SIGNATORY OF BIDDER: _____

TITLE OF AUTHORIZED SIGNATORY OF BIDDER: _____

SIGNATURE OF AUTHORIZED SIGNATORY OF BIDDER **: _____

DATE: _____

* The Unit Price Form shall be used if the contract includes unit prices. Otherwise it is not required and need not be included with the form. The number of unit prices that may be included is not limited and additional sheets may be included if needed.

** If someone other than a corporate officer signs for the Bidder/Contractor, a copy of a corporate resolution or other signature authorization shall be required for submission of bid. Failure to include a copy of the appropriate signature authorization, if required, may result in the rejection of the bid unless bidder has complied with La. R.S. 38:2212(A)(1)(c) or RS 38:2212(O).

BID SECURITY in the form of a bid bond, certified check or cashier's check as prescribed by LA RS 38:2218.A is attached to and made a part of this bid.

STATE OF LOUISIANA
PARISH OF LINCOLN

NAME _____
LOCATION _____

AFFIDAVIT

Before me, the undersigned authority, duly commissioned and qualified within and for the state and parish aforesaid, personally came and appeared _____ representing _____ who, being by me first duly sworn deposed and said that he has read this affidavit and does hereby agree under oath to comply with all provisions herein as follows:

PART I

Section 2220 of Part II of Chapter 10 to Title 38 of the Louisiana Revised Statutes of 1950 as amended.

(1) That affiant employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the affiant whose services in connection with the construction of the public building or project or in securing the public contract were in the regular course of their duties for affiant; and

(2) That no part of the contract price received by affiant was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the affiant whose services in connection with the construction of the public building or project were in the regular course of their duties for affiant.

PART II

Section 2190 of Part I of Chapter 10 of Title 38 of the Louisiana Revised Statutes of 1950 as amended.

The affiant, if he be an architect or engineer, or representative thereof, does not own a substantial financial interest, either directly or indirectly, in any corporation, firm, partnership, or other organization which supplied materials for the construction of a public building or project when the architect or engineer has performed architectural or engineering services, either directly or indirectly, in connection with the public building or project for which the materials are being supplied.

For the purpose of this Section, a "substantial financial interest" shall exclude any interest in stock being traded on the American Stock Exchange or the New York Stock Exchange.

That affiant, if subject to the provisions of this section, does hereby agree to be subject to the penalties involved for the violation of this section.

PART III

That affiant does hereby state that he has read and agrees to comply with and be subject to the provisions of Part V of Chapter 10 of Title 38 of the Louisiana Revised Statutes of 1950, being Sections 2290 through 2296 of Title 38 as amended.

Signature of Affiant: _____

SWORN TO AND SUBSCRIBED BEFORE ME THIS _____ DAY OF _____, 2018

Signature of Notary: _____

Grambling State University

Grambling, Louisiana

This Agreement, made and executed, on this _____ day of the month in the year of our Lord, TWO THOUSAND and EIGHTEEN, by and through Grambling State University, the Party of the First Part, and hereinafter designated as "University" and _____, Contractor, domiciled and doing business in _____, Party of the Second Part, and hereinafter designated as Contractor.

WITNESSETH, That, in consideration of the covenants and agreements herein contained to be performed by the parties hereto and of the payments hereinafter agreed to be made, it is mutually agreed as follows:

The Contractor shall and will provide and furnish all materials, equipment and labor and perform the work required to complete in a thorough and workmanlike manner, to the satisfaction of the University, project entitled _____, in strict accordance with the Plans and Specifications which are on file in the Purchasing Department at Grambling State University. The bid on this project, numbered _____, was opened on _____, at _____. The plans and specifications and the Proposal

Form are made a part hereof as fully as if set out herein and hereby become a part of this contract. Contract amount is \$_____.

It is agreed and understood between the parties hereto that the Contractor agrees to accept and the University agrees to pay for the work at the price stipulated in said Proposal, such payment to be in lawful money of the United States, and the payment shall be made at the time and the manner set forth.

Performance will begin _____ Grambling State University

BY: _____ BY: _____

TITLE: _____ TITLE: _____

ATTACHMENT 1

Scope of Work for Custodial Services Student Residents Summer Clean-up Turn

- a. All work performed by the Contractor shall be performed in accordance with all applicable laws, rules, regulations, etc. Any needed permits, licenses, etc. are the responsibility of the Contractor.
- b. Contractor shall provide all needed equipment and labor to perform summer semester housing clean-up for Tiger Village Student Residential Housing.
- c. Contractor will be responsible for moving all furniture in and out of each room.
- f. Contractor shall perform custodial services to clean all common areas of the facilities.

Floors

- 1. All hard surface floors shall be swept, dust mopped, and wet mopped.
- 2. All carpet shall be vacuumed and shampooed with commercial vacuuming equipment. *Steeple Glen Apartments Only.*
- 3. All stairs and stairwells shall be swept and/or vacuumed.
- 4. All exterior concrete and / or hard surface areas that are connected and part of the facility shall be cleaned and swept. (This does not include parking lots)
- 5. All areas swept, dust mopped, wet mopped or vacuumed shall be left clean and free of dust and debris.
- 6. All floor molding / wall / kickboards shall be wiped down when dusty and especially after waxing
- 7. Stripping and waxing floors a minimum of (3) three coats using an industrial commercial grade wax. (Vectra, Betco or approve equal)

Restrooms

- 8. Floors shall be wet mopped with a commercial grade disinfectant and stripped and waxed.
- 9. Toilets shall be cleaned, stains removed and use a commercial grade disinfected bowl cleaner.
- 10. All vanity areas shall be cleaned, sanitized and rinsed thoroughly. This includes sink cabinets, lights fixtures and medicine cabinets.
- 11. Shelves and lavatory counters shall be cleaned and sanitized.
- 12. Mirrors shall be cleaned.
- 13. Fittings and supply pipes shall be cleaned.

14. Doors and shower walls shall be cleaned and sanitized. Any graffiti shall be removed immediately.
15. Wash heat and air vents of dust.

Dusting

16. All chairs, desks, counters, tables and shelves shall be cleaned, dusted and polished.
17. All window sills, ledges and moldings.
18. Wash all heat and air vents of dust.
19. Vacuum all Venetian blinds of dust.

Glass

20. Windows shall be cleaned with a commercial glass cleaner.

Miscellaneous

21. Hand marks shall be removed from painted surfaces.
22. Straighten all chairs, sofas, tables and other furniture in an orderly fashion.
23. Do not re-use dirty water for any function.
24. Appropriate safety signage shall be in place while mopping, waxing, stripping floors.
25. Wipe-down interior light fixtures.
26. Clean inside and outside of microwaves and refrigerators as well as cabinets, sinks storage areas.
27. Clean bedframe, head and footboard, mattress, inside dresser drawers and nightstands.
28. Apartment door and door frames
29. All closets should be cleaned, wiped down, stripped and waxed.
30. Wall should be wiped down.
31. Remove nails, push pins and paper from walls.
32. Wipe down and vacuum all sofas.
- 33. Clean all stoves inside, outside and beneath Steeple Glenn (only).**

- h. Contractor shall perform custodial services to clean every residential unit as determined by housing management. When residential units are available for cleaning the contractor shall perform listed above to each unit and every room as required. Contractor shall be required to work extended hours schedule, overtime, and / or provide additional staff to meet deadlines for cleaning each residential unit and every room during these periods. The normal schedule will not apply during these times.

Please note that the cleaning service and waxing service must work in tandem to ensure that the work is completed in a timely fashion.

- i. **It is also imperative that waxing and cleaning companies need to know that when waxing furniture need to be removed and placed back in room after completion.**
- j. **They are also responsible for all broken furniture in room during the cleaning process.**

There are a total of 816 units on the list.

- k. Steeples: 12 apartment style 4 bedroom with living rooms.
- l. Wheatley: 120 double occupancy rooms with 1 bathroom in each. 6 (single bedrooms) with living room and 1 bathroom in each.
- m. Bowen: 10 (two bed) rooms with living rooms, and 1 bathroom, 3 (single bedrooms) with living room and 1 bathroom, 35 four bedrooms with living room and 2 bathrooms.
- n. Attucks: 9 (four bedroom) with living room and 2 bathrooms, 1 (single bedroom) with living room and 1 bathroom.
- o. Pinchback: 5 (Two bedrooms) with living room and 1 bathroom, 17 (Four bedroom) with living room and 2 bathrooms, 3 (single bedrooms) with living room and 1 bathroom.
- p. Douglass: 131 double occupancy rooms with 1 bathroom in each room, 6 (single bedrooms) with living room and 1 bathroom.
- q. Knott: 80 double occupancy rooms with 1 bathroom in each room.
- r. Bethune: 106: double occupancy rooms with 1 bathroom in each room.
- s. Holland: 30 (Two bedrooms) with living rooms and 1 bathroom, 20 (Four bedroom) with living room and 2 bathrooms.
- t. Adams: 36 (Two bedrooms) with living rooms and 1 bathroom, 27 (Four bedroom) with living room and 2 bathrooms
- u. Tubman: 32 (Two bedrooms) with living rooms and 1 bathroom, 30 (Four bedroom) with living room and 2 bathrooms
- v. Jones: 17 (Two bedrooms) with living rooms and 1 bathroom, 15 (Four bedroom) with living room and 2 bathrooms
- w. Truth: 35 (Two bedrooms) with living rooms and 1 bathroom, 30 (Four bedroom) with living room and 2 bathrooms

2. Pricing

Pricing for all items shall be a complete, turnkey price and shall include but is not limited to: labor, equipment, tools, materials, supplies, insurance, permitting, taxes, shipping, etc. The University is requesting several different combinations of pricing on Attachment A Price Schedule. The University reserves the right to award any of the options listed on Attachment A Price Schedule.

- a. Contractor shall submit a lump sum price for complete custodial services clean-up for Tiger Village on the campus of Grambling State University. Contractor shall also include a rate per square foot.
- b. Contractor shall submit a price per square foot for stripping and waxing (three coats) for hard surface flooring. This price shall include all necessary labor, materials, equipment, and supplies.
- c. Contractor shall submit a price per square foot for carpet extraction/bonnet cleaning which includes all necessary labor, materials, equipment, and supplies.

- d. Contractor shall submit a price for an hourly rate for any additional service. Please provide an hourly rate for normal business hours, an after hour's rate, and a holiday rate. Contractor shall also provide a rate sheet for standard materials, chemicals, and supplies that may be used for additional services. The University may have needs for other additional services throughout the contract period.

ATTACHMENT A

PRICE SCHEDULE

For contractual agreement to perform Custodial Services at Grambling State University, I/We do propose the following:

a. Lump sum price : \$ _____

Written amount

Rate per square foot: \$ _____

b. Price/square foot for stripping/waxing \$ _____

c. Price/square foot for carpet extraction \$ _____

d. Hourly rate for additional service:

(1) Normal business hours \$ _____

(2) After hours rate \$ _____

(3) Holiday rate \$ _____

ATTACHMENT B

Dorm Room Detailing Checklist

- **Remove all items from wall before cleaning.**

- 1) _____ Dust and clean ceiling fan and ceiling area with broom or high duster
- 2) _____ High dust and clean, lights vents, corner edges, door frames
- 3) _____ Clean blinds one by one with rag
- 4) _____ Clean windows and window sills
- 5) _____ Clean walls, shelves
- 6) _____ Clean desktop, inside desk drawers, and dressers and vacuum debris in spaces
- 7) _____ Clean fridge, cabinets, sink and storage areas in apartment
- 8) _____ Clean microwave
- 9) _____ Clean bedframe, head and footboard and mattress
- 10) _____ Clean sink (inside sink faucet, drain pipe under sink and counter top)
- 11) _____ Clean medicine cabinet and mirrors
- 12) _____ Clean Toilets and tubs and vanity sinks
- 13) _____ Clean and wipe mirrors
- 14) _____ Clean inside bedroom closets (walls, shelf, rod, floors, and doors)
- 15) _____ Clean room door, and door frame
- 16) _____ Clean AC vents
- 17) _____ Clean Base boards
- 18) _____ Mop, clean and wax floors
- 19) _____ Wipe down and clean walls

ATTACHMENT C
Room Breakdown

Building Number	Building Name	Double Space	1Bed/1Bath	2Bed/2Bath	4Bed/2Bath	4Bed/4bath
100- A	Jones	0	0	17	15	0
100- B	Truth	0	0	35	30	0
200	Tubman	0	0	32	30	0
300	Adams	0	0	36	27	0
400	Holland	0	0	30	20	0
500	Knott	80	0	0	0	0
600	Bethune	106	0	0	0	0
	Steeple Glen	0	0	0	0	12

Building Number	Building Name	Double Space	1Bed/1Bath	2Bed/2Bath	4Bed/2Bath	4Bed/4bath
700	Pinchback	0	3	5	17	0
800-A	Douglass	131	6	0	0	0
800-B	Wheatley	120	6	0	0	0
900	Bowen	0	3	10	35	0
	Attucks	0	1	0	9	0